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OLC 77-3905
14 September 1977

MEMORANDUM FOR: See Distribution

SUBJECT: Congressional Correspondence

1. (A/IUO) Admiral Turner has made it clear to me on several
occasions that he will not tolerate delays in responses to Congressional
inquiries. He has instructed me to adhere to a policy of responding
to Congressional correspondence within five days. If correspondence
cannot be answered within that time he wants to be advised of that
fact with the reasons why it cannot be answered within that time
limitation.

2. (A/IUO) In instances such as responses to requests for reports
on legislation or other matters in which a longer period of time will
clearly be needed in which to prepare an appropriate response, we
will request an extension of the five day suspense period and submit
an interim response for the Director's signature or, when appropriate,
for mine.

3. (A/IUO) I feel, and I have every reason to feel, that the Director
agrees that the substance of the responses which you and we have prepared
to the Congress have been above criticism. However, I have been criticized
for the delays in responses to Congressional correspondence, and in many
instances, these delays have been attributable to other offices.

4. (A/IUO) The purpose of this note is to pass on to you the word
which the Director has given to me and to alert you to the fact that delays
in the preparation of responses will be brought to the Director's attention.
I solicit your cooperation.

STAT

George L. Cary
Legislative Counsel

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